



INTERNSHIP POSITION DESCRIPTION

POSITION

Title:	Special Events Assistant (Internship)
Special focus:	2017 Australian University Games
Location:	Gold Coast, Queensland
Position status:	Internship

LOCATION

The 2017 Australian University Games (AUGs) will take place from 24 September to 29 September on the Gold Coast, Queensland.

Prior to the Games the role will be based at the AUS Gold Coast office: **Sports House, 337 Christine Ave, Varsity Lakes, Queensland.**

During the event, the role will be based at the AUG Games centre: **Southport Community Centre, 6 Lawson St, Southport and various competition and special event venues across the Gold Coast.**

ABOUT AUSTRALIAN UNIVERSITY SPORT

Australian University Sport (AUS) is the peak governing body of university sport in Australia. There are 42 member institutions nationally that AUS provides services to fulfil on the following aims:

- Foster university sport as a relevant and important part of university life
- Facilitate opportunities for students to participate in competitive sport at a regional, national and international level
- Provide national policy in relation to university sport
- Lobby and represent, on behalf of its members, the sporting needs of Australia's university students.

AUS is a not-for-profit company limited by guarantee and has a [board of nine](#) to administer and manage the sporting needs for all AUS member institutions. The head office is based in Brisbane with staff also based in regional and event offices in Sydney, Melbourne, Perth and the Gold Coast.

AUS is committed to the principle of ongoing continual improvement and the spirit of doing one's best. As an employee of AUS, you can expect to be part of a team that is dedicated to excellence and high performance, prides itself on operational best practice, promotes inclusion and respect for diversity and allows for flexible work arrangements that assist staff to balance family and work commitments.

POSITION PURPOSE

The Special Events Assistant will be responsible for assisting in the planning and delivery of special events associated with the Games, including the opening and closing presentations. The role is also responsible for key aspects, relating to the set up and pack down of special events as well as delivering on sponsor partner activities.

REPORTING / WORKING RELATIONSHIPS

The Special Events Assistant has line management responsibility to the Project Manager.

The Special Events Assistant will also work closely with key event time personnel including:

- Other event personnel
- Event stakeholders and sponsors
- Local councils and governments
- Event volunteers



KEY TASKS AND RESPONSIBILITIES

Prior to the event

- Assist in the planning and coordination of the opening and closing presentations including preparation of event documentation
- Liaise with venues, sponsors, stakeholders, contractors and suppliers relating to the opening ceremony and closing presentation
- Assist with scheduling of Games time special event volunteers and preparing task lists
- Assist in preparing event documentation (eg run sheets, speech notes)
- Assist in managing invitations and RSVPs
- Assist in developing sampling timetables and venue layouts for sponsors
- Assist in other marketing deliverables as required

During the event

- Assist in the delivery of the opening ceremony, closing presentation and other event activities
- Troubleshoot event issues relating to the above mentioned special events
- Direct and assist guest speakers, performers, suppliers and contractors
- Assist in directing Games time special event volunteers to perform their tasks

Post event

- Provide recommendations on improvements for all special events
- Compile special events and sponsor reports

KNOWLEDGE SKILLS AND EXPERIENCE

The Special Events Assistant role would suit a person studying marketing, public relations and/ or events management with an interest in sport. It would also suit someone who has previous experience in the area of ceremonies. **NOTE: this role may require some heavy lifting and moving heavy equipment. The role also requires evening and late night work (some shifts may end at midnight or later during the event period)**

Desirable attributes:

- Excellent organisational skills
- Experience managing and interacting with a wide variety of people and stakeholders
- Ability to set up signage, tents and other heavy equipment
- Ability to prioritise and meet deadlines
- Excellent written and verbal communication skills
- Good computer skills, including social media and web publishing
- Leadership qualities and experience in managing teams

Personal attributes:

- Ability to work as part of a team
- Enthusiastic and motivated approach
- Well developed customer service and problem solving skills
- Ability to take initiative
- Exercise judgment and work without supervision
- A friendly and approachable manner

Other requirements:

- Commit to at least six to eight hours per week in the Games office in the lead up to the event
- Attend compulsory training sessions to ensure that you are familiar with event policies and procedures
- Attend the entire duration of the Games competition
- Wear the Games uniform as required
- Be neatly groomed at all times
- Be punctual and reliable
- Be an unbiased non competitor in the event
- Conduct self in a professional manner and uphold AUS policies and guidelines



POSITION PARTICULARS

- Duration of position:** 12 June - 6 October 2017
- Number of hours:** It is anticipated that the Special Events Assistant will need to work at least one day per week (approx. 6 – 8 hours) in the lead up to the event and full time during the event delivery period (23 Sept – 30 Sept). Some evening and weekend hours will be required
- Training:** Induction will be provided upon appointment and on the job training will be provided over the time of the role
- Applications close:** 28 May 2017
- Interviews:** 5 - 9 June 2017
- How to apply:** To apply for this position please follow these steps:

1. Read the position description in detail to understand what is expected of you
2. Check to ensure you are available for the **duration of the position**
3. Update your resume to **no more than two pages**
4. Write a cover letter addressing the desirable attributes and how you meet them and also outline why you feel you are suited to the role
5. Email your application, including cover letter and resume **AS ONE DOCUMENT** (PDF preferred) to aug.workforce@unisport.com.au

All applications will be acknowledged and successful candidates will be contacted for an interview.

FOR MORE INFORMATION

Contact: Sharyn Cooke
Workforce Coordinator
P: 0481 150 194
E: aug.workforce@unisport.com.au

The details within this position description may change at any time in the lead up to the Australian University Games. Volunteers will be notified of any changes to their position description, if and when they occur.